

**Bord Oideachais agus Oiliúna Dhún na nGall
Donegal Education and Training Board**

Coláiste Cranncha

Crana College



**Instruction on the use of Mobile
Phones-electronic devices Policy**

'Learning for Life'

School Vision

'We inspire every student to learn, to think, to care and to achieve'

Mission Statement

It is our mission to create a calm, caring and creative environment where all pupils are given the best opportunities to develop their potential to the full, to acquire knowledge and to adopt a positive attitude towards work, life and their community

Rationale

Crana College accepts that a mobile phone is a standard item for the majority of students and acknowledges that many parents/guardians are keen to be able to contact their son/daughter using their mobile phone at certain times, especially on the way home from school. The aim and intention of the following guidelines is to maintain a safe environment within Crana College where the personal dignity and rights of all members of the school community are preserved.

- In order to assist the school in implementing this policy, parents/guardians are asked not to arrange to contact students by mobile phone at any time during the school day. Contact with pupils may be made through the office at 9361113 and students are requested to use the office phone to contact home if they need to.
- Where a student brings a mobile phone to school, the phone must be switched off ie powered off, out of sight and may not be used for any

purpose on school premises or grounds. Students must not phone anyone during the school day unless in special circumstances when they have the permission of a member of staff.

- Teachers may encourage the appropriate use of mobile phones and electronic devices in pursuit of learning, in classrooms and other learning settings within the school under the supervision of the teacher. Use of mobile phones/electronic devices on school outings is by permission of the supervising teacher. Taking or sharing of inappropriate material is forbidden and will be dealt with under the code of behaviour and/or anti bullying policy.
- It is strongly advised that students mark their mobile phones with their names and use passwords to ensure that unauthorised use of their phones cannot be made by other people. The school accepts no responsibility for replacing lost, stolen or damaged mobile phone. The safety and security of mobile phones is wholly a matter for students.
- Students will observe good 'netiquette' (i.e. etiquette on the Internet) in their representation of and comments on members of the school community and about the school itself. (Refer to the Internet and Acceptable Usage Policy)
- Photographs of, or recordings (audio or visual) cannot be made with mobile phones, ipods or any other electronic device in any area within the school grounds. Photographs, comments or videos of any member of the school community is not permitted to be uploaded to the Internet without his/her expressed permission and/or the permission of the school Principal. Using electronic equipment in such a way can seriously infringe on the rights of staff and students and appropriate sanctions in accordance with the Code of Behaviour will be imposed.

- Incidents where students use mobile phones/electronic devices to offend, bully or harass other students or staff or send offensive messages or calls will be investigated under the Code of Behaviour and Anti Bullying policy. It should be noted that it is a criminal offence to use a mobile phone/electronic device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardai in such incidents.
- If a teacher has any suspicion that a mobile phone/electronic device has unsuitable material stored on it the phone will be confiscated and must be collected by a parent/guardian. The school reserves the right to look at the contents of a student's mobile phone/electronic device where there is a suspicion that it may contain inappropriate content. Where there is a suspicion that a mobile phone/electronic device may contain evidence relating to a criminal offence (e.g. fighting) the Gardai will be informed. Parents will also be informed in such cases.
- Students found to be responsible for or involved in Identity Theft of another student, teacher or member of staff will be investigated under the Code of Behaviour. This, at minimum, will be considered a form of bullying. The school, or the person whose identity has been stolen, may consider it appropriate to involve the Gardai in such incidents.
- Students found using their phones in any way (including phoning, sending or receiving texts, listening to music etc) during the school day (inside or outside class, in the corridors, the GP areas, the school grounds) will have phones confiscated, put into a special envelope and kept in the school to be collected by a Parent/Guardian. A record will be kept of any

confiscated phones and will only be returned to a Parent/Guardian. A student who refuses to surrender a mobile phones/electronic devices found in her possession, which is not turned off, will be dealt with under the Code of Behaviour.

Policy review: August 2013, 2014, April 2015, October 2016
Ratified by the Board of Management: 17th October 2016

Policy review: May 2017
Ratified by the Board of Management: